



Job Loss Analysis

ID No: 2000072 Status: Closed

Original Date: 04/14/2010
Last Review Date:

Organization:

SBU: GMfg
BU: Richmond Refinery
Work Type: Technical Process Engineering
Title (Work Activity): New to Chevron
Site/Region:

Personal Protective Equipment (PPE)	Selected	Comments
Proper PPE per your Refinery Guidelines	Y	As required

Reviewers

Reviewers Name	Position	Date Approved
Michelle Johansen	Process Engineering Manager RI Refinery	4/14/2010

Development Team

Development Team Member Name	Primary Contact	Position
Aaron Sims	X	Lead Process Engineer
Charles Odumah		Process Engineer
Dami Dawodu		Process Engineer
Katie Kabler		Process Engineer

Job Steps

No	Job Steps	Potential Hazard	Critical Actions
1	Become familiar with unit and resources.	1. Loss of time due to lack of information.	1. Locate the PED onboarding checklist on http://www.ric841.chevron.net/processengineer/Competency/New%20Onboarding%20PED%20Checklist%20RIC.xls and complete.

2	Schedule Gate 91 Safety Training	1. Incident due to lack of safety knowledge of the refinery or inability to go out into the field and learn the plant.	1a. Contact Development trainer at to schedule as soon as possible. Gate 91 training starts promptly on Mondays at 6 a.m. 1b. Locate Gate 91 before leaving for weekend as training starts promptly. Allow extra time to get to work.
3	Schedule "New to Chevron" Training	1. Inadequate Communication of Expectations Regarding Procedures or Standards.	1. Sign Up for New to Chevron Training via Learning Management System.
4	Learn process for keeping Timecards up-to-date concerning U-time, vacation, and absences and understand core working hour requirements for the position.	1. Loss of productivity due to unaccounted time, the Process Engineer not being available when needed, or a misunderstanding of work expectations.	1a. Meet with Supervisor for Procedure for keeping Timecards up-to-date. 1b. Select appropriate workgroup schedule with Supervisor (5/40 9/80A 9/80B 4/10) and send to timekeeper. 1c. Discuss core working hour requirements with Supervisor. 1d. Meet with Supervisor to review U time policy and database use. 1e. Meet with supervisor to review group vacation schedule and policy for group.
5	Learn Absence Reporting process.	1. Excessive absenteeism due to lack of communication of expectations.	1. Locate the Absence Control Plan documents located on http://www.ric841.chevron.net/hr/ACP%20Medcert.doc and review with supervisor.

6	Learn Information Management and protection of confidential information.	1.Loss of proprietary information necessary for company competitive behaviors.	1.Complete required training listed on the Corporate Compliance Tracker. http://corporatecompliancetracker.chevron.com/SupReport.aspx
7	Learn Chevron Way and Behaviors	1. Behavior issues due to inadequate expectations.	1a. Read about The Chevron Way on http://myinside.chevron.com/aboutchevron/chevronway/ and discuss with supervisor. 1b. Obtain Chevron Way pamphlet from Supervisor
9	Meet with the Administrative Assistant	1.Loss of time due to finding office supplies, lists not updated with current information, trouble finding items, etc.	1a. Locate Restrooms/Exits/Fire Extinguishers/Shelter in Place instructions. 1b. Locate office supplies 1c. Update all organization charts and phone lists. 1d. Update Hurricane/Earthquake lists (if applicable). 1e. Nomex ordering and lockers. 1f. Order planner. 1g. Order pager. 1h. Obtain office keys.
10	Review with Supervisor or Safety Representative the Emergency procedures for the building and any other relevant safety information regarding things like Earthquakes.	1.Incident due to not understanding emergency procedures for the building.	1a. Locate exits. 1b. Locate fire extinguishers. 1c. Locate Evacuation plans and Shelter in place instructions. 1d. Review Earthquake/other natural disaster information like Earthquake meeting locations in communities for employees.
11	Obtain workstation/Smart badge access.	1. Loss of productivity due to workstation.	1. Supervisor to obtain workstation access for new employee in a timely manner.
12	Set up initial PMP with supervisor	1. New employee is unaware of job expectations.	1. Supervisor to set up initial PMP session with the employee within the first month of employment.

1 3	Set up ergo review.	1. New employee uses bad ergonomics and experiences pain or injury.	1.Employee to set up a meeting with the ergo rep.
1 4	Contact information is given to supervisor and updated in the white pages.	1.The employee is not contacted in an emergency situation.	1.Employee to update information in the white pages and gives contact information to supervisor. http://whitepages.chevron.com/